

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank. Use **F2** to proceed to the next selected record or return to the List screen.

### **F=FFY Maint**

The **F=FFY** Maintenance function is used to access the FFY Maintenance screen. To access the screen, key **F** in the Function field of the Index Entry or List screen and press **Enter**. Refer to the FFY Maintenance Screen section (previous section in this chapter) for more information.

### **G=Generate FFY**

The **Generate** function copies Cost Allocation records from one year to the next and increases the FFY by one during overnight processing. This function is only available through the FFY Maintenance screen.

To initiate the **Generate** function from the FFY Maintenance screen, key **G** in the action column on the Cost Allocation line. Key the appropriate Year 1 FFY in the FFY field to create Year 2 FFY records as displayed in the example below.

Key the existing FFY: (Year 1) in the FFY field	To <b>Generate</b> records for: (Year 2)
2007	2008
2008	2009
2009	2010

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen.

The **Generate** function may be run more than once for the same fiscal year to add new Year 1 records to Year 2. For example, using the **Generate** function a second time may be quicker than manually adding new Year 1 records to Year 2 records after Year 1 records were generated. The **Generate** function does not update or replace records previously **Added** or **Generated**, so records are not duplicated.

If an attempt is made to **Generate** records that have already been **Added**, an error message is displayed on the Cost Allocation (CA) Table Activity Report for each existing record. However, error messages are not issued when an attempt is made to **Generate** previously generated records. If the **G=Generate** function is keyed more

than once during the same processing day, an online message is displayed stating that the Generate FFY has already been requested.

Successful **Generate** transactions update the CA File during the CALSTARS nightly process. **Generate** transactions that do not pass all edits are not added to the CA Table; they are displayed on that day's activity report with their corresponding error messages.

### **N=Next**

#### From The Entry Screen:

**Next** performs the same as the **Add** function, except the data remains on the screen after **Enter** is pressed.

#### From The List Screen:

The **Next** function is not available on the List screen.

### **P=Print Table**

The **Print Table** function causes the Print/Report File Selection pop-up screen to be displayed. This pop-up screen gives agencies the option of generating an electronic report file of the Cost Allocation (CA) Table Listing Report and/or printing the report. If a FFY is displayed on the pop-up screen when a report is requested, only records for the specified FFY are selected. If the FFY field is blank, the entire Cost Allocation Table (all FFYs) is selected. An example of the CSB980-2 report is displayed in Exhibit IV-CA-4.

#### From The Entry Screen:

Key **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen. If a FFY is displayed on the Entry screen when **Enter** is pressed, the FFY is displayed on the pop-up screen. If the FFY field is blank when Enter is pressed, the FFY is not displayed on the screen.

#### From The List Screen:

Key **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen. To request all records within the Cost Allocation Table, delete the FFY from the FFY field on the pop-up screen.

#### From The FFY Maintenance Screen:

Key **P** in the F action column, the FFY if desired, and press **Enter** to display the Print/Report File Selection pop-up screen. If a FFY is displayed on the FFY Maintenance screen when **Enter** is pressed, the FFY is displayed on the

Print/Report File Selection pop-up screen. If the FFY field is blank when Enter is pressed, the FFY is not displayed on the screen.

An example of the pop-up screen is shown below.

```
Print/Report File Selection
Cost Allocation (CA) Table

____ Enter FFY or leave blank for entire table

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI980-2.TBL-CA.IQ.D2050308.T1039394
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI980-2.TBL-CA.IQ.D2050308.T1039394
  O=Report Output after Overnight Processing
    Printer ID : CTP2      Report Class: A      Report ID: TBLE

_ Enter 'Y' to create a fixed format report (suitable for Monarch use)

Press Enter to submit the request, or press F2 to cancel
```

Key one of the following 3 options in the Destination field on the pop-up screen:

- F** – Immediately generates an electronic report file of the Cost Allocation (CA) Table Listing Report (CSI980-2)
- P** – Immediately generates an electronic report file of the Cost Allocation (CA) Table Listing Report (CSI980-2) and ROPES the Cost Allocation (CA) Table Listing Report (CSI980-2) to an agency printer
- O** – ROPES the Cost Allocation (CA) Table Listing Report (CSB980-2), including the current day's table maintenance, to an agency printer after overnight processing is complete

Leave **Blank** or key **Y** in the \_ Enter 'Y' to create a fixed format report (suitable for Monarch use) field as explained below:

**Blank** – Suppresses the printing of a line if all record fields included in that line are blank (e.g., Calculated Distribution or Fixed Distribution fields)

**Y** – Creates a report that prints all lines of every record

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen (Entry, List or I: Table Maintenance/Inquiry).

**Note:** The Print Output Destination is maintained by CALSTARS staff. To request a change, send an e-mail to [calstars@dof.ca.gov](mailto:calstars@dof.ca.gov). Include 'Report Routing' in the subject line.

### R=Recall Maintenance/Print

The Recall function is used to delete overnight CA table maintenance before it is initiated.

#### From The Entry Screen Or The List Screen:

Key **R** in the function field, and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen as shown below. The FFY must be blank when **Enter** is pressed. Use **F2** to return to the Entry or the List screen.

#### From The FFY Maintenance Screen:

Key **R** in the F action field, and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen. The FFY must be blank when **Enter** is pressed.

An example of the pop-up screen is shown below.

```
Recall Overnight Maintenance/Print Request
Cost Allocation (CA) Table

Select one or more with a 'Y':

_ Remove the request to Delete FFY 2002
_ Remove the request to Generate FFY 2006
_ Remove the request to Print FFY 2007
*** End of Data ***

Press Enter to remove the request(s).
PF2          PF7  PF8
Retrn        Bkwr  Frwr
```

Key **Y** in the field to the left of the desired maintenance or print request(s), and press **Enter** to delete the request(s). A confirmation message is displayed at the bottom of the screen.

**U=Generate Record**From The Entry Screen:

Key **U**=Generate Record in the Function field, the FFY, Index Code, and Program Cost Account in their respective fields, and press **Enter** to generate an individual record for the new FFY. A message confirming that the record was successfully generated is displayed at the bottom of the screen.

From The List Screen:

Key **U** in the F action column to the left of the desired record(s) and press **Enter**. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

**V=View**From The Entry Screen:

Key **V** in the Function field, the FFY, Index Code, and Program Cost Account in their respective fields, and press **Enter** to View a record. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key **V** in the F action column to the left of the desired record, and press **Enter**. The record is displayed with a confirmation message at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

**W=Print Record**

The **W** function immediately prints a single record report (CSI980-2) and generates a single record report file from the Cost Allocation Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI980-2.TBL-CA.IQ.Dcyyymmdd.Thhmmss.

From The Entry Screen:

Key **W** in the Function field, the FFY, Index Code, and Program Cost Account in their respective fields, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

From The List Screen:

Key **W** in the F action column to the left of the desired record (Index Code and Program Cost Account), and press **Enter** to print the record and generate the report

file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

### **X=Delete FFY**

The **X=Delete FFY** function initiates the deletion of all CA records for a specified FFY during overnight processing. This function is only available through the FFY Maintenance screen.

If a FFY is displayed on the Entry or List screen before **Enter** is pressed, the FFY is displayed on the pop-up screen. If the FFY field is blank when Enter is pressed, it is necessary to key the FFY.

Key **X** in the F action column (on the maintenance screen), the FFY in the FFY field if necessary, and press **Enter**. The Action Confirmation pop-up screen is displayed as shown below.

<p style="text-align: center;">A C T I O N   C O N F I R M A T I O N</p> <p style="text-align: center;">Delete all Cost Allocation Records for 2005</p> <p style="text-align: center;">Press F4 to confirm; F2 to cancel</p>
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If **F4** is selected, **all** table records for the selected FFY will be deleted during the next overnight processing cycle.

If **F2** is selected, the FFY records remain in the Cost Allocation Table.

A message confirming that the records were deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen.

**Note:** Function X cannot be used for the current, prior or prior-prior fiscal years. If an attempt is made to delete the current, prior or prior-prior FFY, an error message is displayed at the bottom of the screen.

### **FUNCTION (F) KEYS**

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Cost Allocation Table screens:

**F1=Help**—The following two types of online help is available on pop-up screens:

- ✦ Field look-up assistance is available for fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a ">" and **F1** is pressed, a pop-up screen displays a list

of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.

- ✦ General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

- ✦ **F2=Retrn** (Return) or **Next**—The following two functions are available for the **F2** key.

**Retrn**—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

**Next**—When more than one record is selected for action from the List screen and **Enter** is pressed, the first selected record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. The records are displayed one at a time in ascending order. When the last record selected is displayed, the label below the **F2** key changes back to **Retrn**.

- F3=Quit**—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

**F4=Log**—Displays the Cost Allocation Log Activity screen.

- F5=List** or **Log Detail**—The following two functions are available for the F5 key.

**List**—Displays the Cost Allocation List screen.

**Log Detail**—Displays the Cost Allocation Log Detail screen.

- F6=Dfalt** (Default)—Locks and unlocks fields for data entry. Defaults may be set to retain coding information for use in consecutive transactions and to "skip" unused fields so the cursor stops only at fields to be keyed. Values cannot be changed in locked fields.

To set Defaults:

1. Enter data in the fields that are to become defaults (i.e., used in the current and subsequent transactions).

2. To skip fields that will not be used, enter a period (.) in the first position of the fields.
3. Press **F6** to lock these fields as defaults. This changes the characters to green and the underline is removed.

Enter the remainder of the data needed for the transaction, and press **Enter** to 'save' the transaction.

Defaults may be turned on or off at any time during the transaction entry process by alternately pressing **F6**.

**F7=Bkwrđ** (Backward)—Go to the previous record (page of records).

**F8=Frwrđ** (Forward)—Go to the next record (page of records).

**F9=Clear**—Erases all keyed fields except any fields locked by **F6=Dfalt**.

**F10=Up** —Go to the first Entry screen for the record (contains Calculated Distribution fields).

**F11=Down** – Go to the second Entry screen for the record (contains Fixed Distribution fields).

**F12=Main**—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

## CA TABLE REPORTS

The following reports are system generated:

- ✧ Cost Allocation (CA) Table Activity Report (CSB980-1) - This report displays all transactions successfully entered online during the work day. It is produced during overnight processing whenever online table maintenance has been completed. The report is displayed in Exhibit IV-CA-4.
- ✧ Cost Allocation (CA) Table – Delete FFY (yyyy) Report (CSB980-3) –This report displays all records deleted when Function **X**=Delete FFY is entered. The report is displayed in Exhibit IV-CA-4.
- ✧ Cost Allocation (CA) Table Upload Activity Report (CSB980-4) – This report displays all transactions processed from external input files and corresponding error codes and messages, if applicable. The report is displayed in Exhibit IV-CA-4.

The following reports are produced upon agency request:

- ✧ Cost Allocation (CA) Table Listing Report (CSB980-2/CSI980-2) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on the Cost Allocation Entry or List screen. If Function **P** and a Funding Fiscal Year are entered, the listing is limited to the specific fiscal



year requested. If **P** is entered without a FFY, the listing contains all fiscal years in the Cost Allocation table. The report is displayed in Exhibit IV-CA-4.

**NOTE:** CSBnnn-n and CSInnn-n reports contain the same information and are identical in format. Therefore, only CSBnnn-n reports are displayed in the report examples.

The difference between the CSB and CSI reports is based on when the reports are generated. CSB reports are generated during CALSTARS nightly processing and, therefore, include all table maintenance performed up to the time at which nightly processing begins. CSI reports are generated immediately and include all maintenance performed up to the time at which the report is requested.

## **CONTROL**

The Cost Allocation (CA) Table Activity Report (CSB980-1) and the Cost Allocation (CA) Table Upload Activity Report (CSB980-4) should be proofread to ensure that all maintenance was done correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

EXHIBIT IV-CA-1  
COST ALLOCATION TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<b><u>Control Key:</u></b>		
ORGANIZATION NUMBER (ORG)	4	The Organization Code is automatically displayed based on the signon used. It cannot be altered.
FUNDING FISCAL YEAR (FFY)	4	Enter the Funding Fiscal Year that identifies the year to which this record pertains.
INDEX CODE (INDX)	4	Enter the Index Code (IC) of the cost pool to be allocated. When the OC Table PCA Method is <b>1, 3</b> or <b>4</b> , use code <b>0000</b> . When the OC Table PCA Method is <b>2</b> , use an actual Index Code.
PROGRAM COST ACCOUNT (PCA)	5	Enter the actual PCA of the cost pool to be allocated. <b>00000</b> is not allowed.
<b><u>Informational Elements:</u></b>		
DISTRIBUTION TYPE (DIST)	1	Enter the Distribution Type for the allocation method selected: <i>Standards Cost Allocation Methods-</i> <b>1 -</b> Standard Rate applied to expenditures in the allocation range. <b>2 -</b> Standard Cost per Unit applied to statistics in the allocation range. <b>3 -</b> Fixed Amount charged to each Index-PCA combination within the allocation range. <i>Actuals Cost Allocation Methods-</i> <b>4 -</b> Fixed Percentage of expenditures charged to the Allocation Base. <b>5 -</b> Calculated percentage of expenditures charged to the Allocation Range using the Distribution Base.
PROGRAM COST ACCOUNT TYPE (PCA)	1	Enter the Program Cost Account Type. <i>This code should be the same as used for this PCA in the PA Table.</i> <b>2 -</b> Service Center <b>3 -</b> Redistribution Account <b>4 -</b> Other Indirect <b>5 -</b> Special-Administration <b>6 -</b> Indirect PCA allocated only during a variance or year-end variance cost allocation process.
SEQUENCE INDICATOR (SEQ)	1	Enter the Sequence Indicator ( <b>1-9</b> ). The sequence denotes the step of cost allocation in which the cost pool is allocated. Up to four steps of cost allocation can be processed in a single day.
VARIANCE ALLOCATION INDICATOR (VAR)	1	Enter the Variance Allocation Indicator: <b>0 -</b> Not applicable ( <i>actuals</i> cost allocation method used) <b>1 -</b> Do not allocate at year-end ( <i>standards</i> cost allocation method) <b>2 -</b> Allocate whenever the variance allocation is run ( <i>standards</i> ) <b>3 -</b> Do not ever allocate ( <i>standards</i> )
PROGRAM COST ACCOUNT TITLE (PCA TITLE)	40	Enter the Program Cost Account Title. (optional)